

**DEPARTMENT OF THE AIR FORCE**Headquarters Air Force Materiel Command
Wright-Patterson Air Force Base Ohio

21 OCT 1995

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Lightning Bolt #4 Center FAR Supplement Review Implementation

1. This memorandum provides the results of the AFMC Center FAR Supplement review conducted by a joint SAF/AQ and HQ AFMC Integrated Product Team (IPT). It also provides guidance for the implementation of the results. On 16 Oct 95 SAF/AQ approved the IPT recommendations for immediate implementation in support of Lightning Bolt #4 that mandates that all Center FAR Supplements be canceled effective 1 Dec 95.
2. We discussed the review results and the proposed implementation guidance with senior contracting representatives from each Center on 17-18 Oct 95. Attachment 1 provides the specific review results and is tailored for each Center in response to their specific recommendations. The senior contracting representatives were provided a copy of the briefing presented to HQ AFMC/PK and SAF/AQCF and AQXA on 29 Sep 95, as updated for changes, as well as a copy of the briefing presented to SAF/AQ on 17 Oct 95.
3. Provided below is direction and guidance concerning the development of a Center FAR Process Book and the use of Center FAR clauses, pending approval and publishing of the changes to the AFMC or Air Force FAR supplements. In addition, it provides for the development, use, and maintenance of "one-time use," special purpose, or implementation/administration notice language to include program/contractor-unique clauses and provisions as well as local MADES, BCAS or other administrative clauses or statements.
 - a. Process Book--Each AFMC contracting Direct Reporting Unit (DRU) may develop and use a process book to implement the AFMC FAR Supplement or higher level supplement. No other operating instruction or guide may be used for this purpose. This process book shall also cover all units reporting to each DRU contracting director. The purpose of the process book is to facilitate the execution of FAR policy and to ensure consistent process execution across each DRU. The process book shall only document internal process flows necessary to execute FAR policies and shall not generate process requirements that impact industry. It may reflect the redelegation of contracting authority authorized by the AFMC FAR Supplement or higher Supplement. The process book shall not include or create any policy nor restate higher-level policy. Nor shall the process book include any model or sample clauses. The book may be

indexed by the FAR Parts and Subparts. No information shall be contained in the FAR process book that cannot be directly linked to the FAR or its supplements. Provide your draft process book (one hard copy and one copy on diskette, in WORD 2.0 or higher) to the SAF/AQ's New Policy Review Team (NPRT), SAF/AQXA, for review by 15 Nov 95. This is a required one-time review by the NPRT at the direction of SAF/AQ. Should the NPRT not complete their review by 1 Dec 95, the DRUs may use their draft process book pending the formal review results from SAF/AQXA. Copies of the draft process book (one hard copy and one copy on diskette, in WORD 2.0 or higher) shall also be provided to SAF/AQCF and HQ AFMC/PKP. DRUs must take all necessary action to meet the aforementioned suspense date.

b. AFMC FAR or Higher Clauses and Provisions--Attachment 1 identifies the Center FAR clauses and provisions that will be consolidated into AFMC or Air Force FAR supplement cases. Pending completion of the cases and the publication of the resulting AFMC FAR or higher level clauses, the Centers may continue to use the identified Center clause or provision. On or after 1 Dec 95, local Center FAR clause numbers shall not be used. Instead, the clause or provision should be added to the appropriate section of the solicitation or contract in full text. Upon publication in the AFMC or Air Force FAR Supplements, center clauses or provisions shall no longer be used.

c. One-Time Use and Program/Contractor Unique Language--The guidance contained in AFMC (I)/PK letter, 1 Jun 92, shall be followed. A copy of this letter and its attachments was provided by AFMC/PKP letter, 19 Jul 95. The referenced guidance provides a description of one-time use and contractor-unique language and documentation requirements. Centers shall establish a process to ensure the appropriate documentation is prepared and approval obtained prior to the use of any clause or provision containing unique language. Clauses or provisions that fall into this category must be controlled. In addition, these clauses shall not be included in your local contract writing data base.

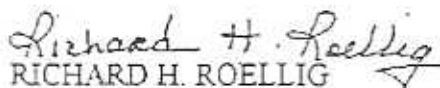
d. Local MADES, BCAS, and Other Administrative Language. The referenced 1 Jun 92 guidance, also recognizes that many field locations have developed language for use in solicitations and contracts in order to implement a FAR PART 52 provision or clause or to address a variety of purely administrative matters. The Center shall establish a process to ensure the appropriate documentation is prepared and approved for these statements. This language must be controlled and contained in your local contract writing data base.

4. Attachment 2 provides a listing of cases identified for elevation to the AFMC FAR Supplement or higher. For selected cases, a Center is designated to prepare the AFMC or Air Force FAR case. The cases shall be submitted to HQ AFMC/PKP for further processing to the AFMC FAR Council and SAF/AQCF, as appropriate. In some instances, a Center was designated responsibility for a case that involves the consolidation of similar clauses from other Centers. Their priority and submittal date are indicated in Attachment 2. Attachment 3 reflects guidance for the preparation and submittal of the FAR cases. Every effort should be made to submit the cases by 15 Nov 95. Centers are encouraged to submit each case as it is completed. This

suspense needs to be met in order that we meet SAF/AQ's direction to publish all changes to the AFMC or Air Force FAR supplements by 29 Feb 96.

5. If you have any questions, please contact Maj Tom Zajac, HQ AFMC/PKP-2, DSN 787-6757, or Col Joe Avon, HQ AFMC/PKP, DSN 787-7065.

FOR THE COMMANDER


RICHARD H. ROELLIG
Brigadier General, USAF
Director of Contracting

Attachments:

1. Center FAR Supplement Review Results
2. Proposed FAR Cases
3. FAR Case Preparation Guidance